



Vacancy for a Personnel Assistant

The Consulate General of Sri Lanka in Dubai is looking for a dynamic and result-oriented individual to obtain services as a Personal Assistant to the Consul General on a temporary basis, initially for a period of 3 months.

Qualifications and Experience for the Post of Personnel Assistant

- Secondary educational qualifications or equivalent qualifications from a recognized learning body
- Excellent verbal and written communication skills in **English** and **Sinhala** (Proficiency in Tamil/Arabic would be an added advantage)
- Minimum of 2 years experience as Secretary in a reputed institute
- Proficiency in computer skills
- Report writing/ letter drafting skills
- Ability to update the content of the official website
- Should process a valid UAE resident visa

Job Type: Temporary assignment for a period of 3 months

Interested individuals are invited to submit a cover letter and CV to slcg.dubai@mfa.gov.lk on or before **04.00 PM on Tuesday, 17 January 2023**

Note:

- Selection will be done by a structured interview and shortlisted candidates will be called for interviews
- The successful applicant will be expected to commence duties **immediately** subject to necessary clearance.
- Non-conformity with the above requirement may cause the rejection of such applications.